

**DEVELOPMENT, BUILDINGS & LICENSING**

All documents/drawings listed in this checklist are required to be included in your Building Permit application package unless otherwise noted.

To submit your Building Permit application online, visit [vancouver.ca/building-development-support](http://vancouver.ca/building-development-support)

If you do not have an online account, visit [vancouver.ca/permits/apply](http://vancouver.ca/permits/apply) to create one.

**When submitting your application package:**

1. Ensure that each required drawing/document is included in your application package.
2. Use vector format PDF (scanned paper drawings may not be accepted and may delay the approval of your permit). Staff will not accept scanned copies of drawings produced in CAD (computer-aided design).
3. Submit all drawings separately from other non-drawing documents, such as schedules, forms, and reports.
4. Submit landscape drawing separately from all other drawings.
5. Submit each complete document separately (for example, your drawings need to be one complete document file that you upload). Combining multiple or different document types will delay the processing of your application. Where file sizes are large (over 300mb) and drawings must be separated, each discipline must be uploaded as a separate file.

For more information on document submission standards, visit [Electronic permit applications](#) <sup>1</sup>

Fees are assessed when staff review the application for completeness and must be paid before the detailed review can start.

This checklist pertains to **New Infill House** building permit applications. For other types of Building Permit applications visit [Vancouver.ca/BuildingApplications](http://Vancouver.ca/BuildingApplications)

**This checklist is not limited in its content. Upon review of each submitted application, additional documents or drawings not listed may be required to continue the review process.**

**Documents - required unless otherwise noted**

Title	Details: Where to find document, instructions and conditions when required	Notes
Application Form	<a href="#">Development and / or Building Application Form</a> <sup>2</sup>	
BC Hydro Clearance Form	<a href="#">BC Hydro Clearance Form</a> <sup>3</sup>	
Energy Compliance Documentation	Use the following tools and checklists located here: <a href="#">Energy Requirements, Forms, And Checklists For All Buildings</a> <sup>4</sup> Conducted by a Certified Energy Advisor. Visit <a href="http://cacea.ca">http://cacea.ca</a> for a list of qualified energy advisors.	
Geotechnical Report	Required for poor soil conditions, slope stability, shoring.	
Homeowner Protection Form	Visit <a href="https://www.bchousing.org">https://www.bchousing.org</a> for more information.	
Owner Undertaking Letter	<a href="#">Schedule E-1- Owner's Undertaking Letter</a> <sup>5</sup>	
Site Disclosure Statement	Requirement of the Ministry Of Environment for any soil disturbance. Refer to: <a href="https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/identifying-sites-that-may-be-contaminated?keyword=Site&amp;keyword=profile">https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/identifying-sites-that-may-be-contaminated?keyword=Site&amp;keyword=profile</a>	

**Letters of Assurance - required unless otherwise noted**

Title	Details: Where to find document, instructions and conditions when required
Schedule B - Architectural	<a href="#">Schedule B - Architectural</a> <sup>6</sup> Required if a Part 3 Building or requires Part 5 design. Professional Seal and Signature required. See General Notes section for details. See <a href="https://aibc.ca/protecting-the-public/does-your-project-need-an-architect/">https://aibc.ca/protecting-the-public/does-your-project-need-an-architect/</a> for more information on when the services of an architect are required.
Schedule B – Geotechnical	<a href="#">Schedule B - Geotechnical</a> <sup>6</sup> Professional Seal and Signature required. See General Notes section for details.
Schedule B - Structural	<a href="#">Schedule B - Structural</a> <sup>6</sup> Professional Seal and Signature required. See General Notes section for details. Designated Structural Engineer (Struct.Eng.) is required for design of Part 3 buildings. Refer to <a href="#">VBBL 2.2.1.2.(2), Division C</a> <sup>7</sup>

## Drawings - required unless otherwise noted - Scale not less than 1/4" = 1'0" (1:50) unless otherwise noted.

Title	Details: Where to find document, instructions and conditions when required	Notes
Architectural Building Envelope Details	<ul style="list-style-type: none"> <li>Construction details/cross section should indicate dimensions and details of proposed windows, walls, roofs, roof classification rating, balconies, decks, and the typical interface between elements</li> <li>Details for penetrations through roof &amp; exterior wall(s)</li> <li>Typical 3-D diagram should be provided where the method of assembling is critical, such as window corners, balcony rail attachments, and roof parapet</li> </ul>	Scale not less than 3" = 1'-0" (1:4)
Architectural Cover Sheet	<ul style="list-style-type: none"> <li>Project summary</li> <li>List of all design professionals' names and contact information</li> </ul>	
Architectural Cross Section	See Architectural Cross Sections requirements listed at the end of this checklist.	
Architectural Door Window Schedule, Wall and Floor Assembly Schedule	Fire-resistance rated assemblies shall be ULC/CSA listed, or tested by a recognized laboratory, or comply with <a href="#">Appendix D of the VBBL</a> <sup>7</sup> , or if applicable, Table A9.10.3.1.A & A-9.10.3.1.B. Provide copies of listed assemblies where applicable.	
Architectural Exterior Elevations	See Architectural Exterior Elevations requirements listed at the end of this checklist.	
Architectural Floor Plans	See Architectural Floor Plans requirements listed at the end of this checklist.	Scale not less than 1/4" = 1' 0" (1:50)
Architectural Roof Plans	Indicate all roof top mechanical unit(s), locations, dimensions, setback from roof edges, and separation between units; anchorage, and differentiation of proposed/existing exhaust intake, skylights, accessible decks, guard rails, planters, and landscape.	
Building Grades Plan	Required for all new buildings. Contact Streets Design - 604-873-7316.	
Excavation/Shoring Details	Where applicable. Show property lines on shoring sections.	
Landscape Plans	Not Required if application has an associated Development Permit. See Landscape Plans requirements listed at the end of this checklist.	
Site Plan	See Site Plan requirements listed at the end of this checklist.	1/16" = 1'-0" (1:200)
Structural Plans	<ul style="list-style-type: none"> <li>Lintel, beam, joist and stud sizes including spacing and lumber grade</li> <li>Prefabricated roof trusses/Laminated wood or steel beams Certified by a Professional Engineer registered in British Columbia</li> <li>Shear wall details (w/plywood or OSB as part of assembly) continuous from the foundation to roof top including hold-down details and nailing patterns</li> </ul>	
Survey Plan	See Survey Plans requirements listed at the end of this checklist.	Scale not less than 1/16" = 1'0" (1:200)

## General Notes

### Professional Seal and Signature Requirements:

Some files listed above require a professional seal and digital signature from the Association's endorsed signing authority. Please have your engineer, architect, qualified professional or other follow the instructions outlined by their Association's endorsed signing authority. For example, if the Association uses Notarius, please follow their instructions to digitally stamp and sign a document. Note that an image of a signature or initials does not constitute a digital signature.

For more information on how to add a digital signature, refer to the [Electronic Permit Applications](#)<sup>1</sup> page.

## Drawing Details

### Architectural Cross Sections requirements:

- Stair dimensions (width, rise, run, number of risers, headroom) height of guards, handrails and guardrails
- Wall, floor, roof and/or ceiling assemblies
- Fire resistance rating details of any required fire separations including test(s) references
- Fire stopping details for service penetrations of fire separations
- Ceiling height of crawl spaces and all habitable floors (floor to ceiling)
- Indicate construction of wall assemblies including insulation, vapour barriers, damp proofing, water proofing details and fire/sound separations where required
- Details of vaulted areas and adjacent attic spaces
- Bay window, window seat and window well details
- Crawl space details, showing ventilation requirements and access including size of access door
- Details of prefabricated fireplaces/chimneys (CSA approved)
- For attached carports/garages - detail of fire/smoke/gas barrier, door closures & weather stripping.
- Include Rainscreen details – refer to [Bulletin 2007-004-BU: Rainscreen Design And Inspection For One And Two Family Dwellings](#)<sup>9</sup>

### Architectural Exterior Elevations requirements:

- Exterior cladding - finish details and material of exterior
- Dimensions of exterior guards and guard details where applicable
- Storey elevations related to building grades
- Indicate location and size of all windows, doors, window wells and skylights including safety glass where required (must match floor plans)
- Spatial separation percentage openings and fire-resistance ratings
- Exit exposure protection
- Required for principal and accessory buildings (where applicable) - all four elevations (front, rear and two sides)
- Floor levels elevations indicated as well as height above and below finished grade (basement heights) including below grade patio and window wells
- Elevation at the top of wall under the eaves is required to calculate exposing building face
- Existing and proposed grade elevations
- Eave overhang dimensions
- Elevation of proposed top of concrete around the perimeter of the building
- Porch dimensions and clear height to the underside of the ceiling
- Roof pitch and roofing material

### Architectural Floor Plan requirements:

- Indicate all room uses/dimensions, including finished/unfinished areas
- Indicate all door, window and skylight locations and dimensions
- Constructions of wall assemblies and fire separation where applicable

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- Indicate all floor dimensions (to be taken from the foundation walls and to the face of cladding of the building)
- Indicate stair details (rise/run, width, handrails, headroom, etc.)
- Indicate all plumbing fixtures
- Indicate access for disabled persons where applicable
- Room finishes
- For flat roof/roof deck areas, show location of all plumbing vents
- Indicate the locations of all smoke and carbon monoxide alarms on all floors
- Indicate location and dimensions of any chimneys including vents, air conditioning units and/or condensing units
- Indicate location of all mechanical equipment

#### **Landscape Plans requirements:**

- All existing landscaping details shown on the legal survey transferred to the Landscape Plan(s)
- Provide a full Landscape Plan (including a plant list) illustrating both common and botanical names, sizes and quantity of all proposed plant material
- Proposed plant material, paved surfaces, other landscape elements and existing trees
- Details for planters, fences, trellis, or similar elements
- Existing site contours, landscaping and material to be removed, including size, common name, and placement
- All landscape elements and details, including new/existing surfaces to be retained, enclosures, site furniture and structures
- Location of sewer, water and gas lines

#### **Site Plan requirements:**

- Site dimensions and north arrow
- Property Lines
- Location and dimensions of all buildings on the site, including dimensions to the nearest property line from foundation wall or face of cladding
- Street names and location and width of any lanes
- Legal description (Lot number, Block number, District lot number, Plan number)
- Street address, floor numbers and tenant suite numbers
- Distance to nearest fire hydrant, travel distance to principal entrance and path of travel for firefighters
- Indicate limiting distance on each exposing building face
- Indicate location of proposed driveways from a street
- Indicate slab elevation and all floor elevations
- Existing and finished grades levels at each corner of the proposed building(s)
- Indicate the location of trees and tree barriers, refer to the [Protection of Trees By-law](#)<sup>10</sup>
- Any right-of-ways, registered easement or encroachments are to be indicated

#### **Survey Plan requirements:**

Survey Plan prepared by a BC Registered Land Surveyor, certified correct with digital seals and signatures, within 30 Days of application date ([VBBL 1.4.1.16, Division C](#) <sup>7</sup>), and include the following:

- Site dimensions including north arrow
- Street address, street name(s) and location, as well as location and width of any lane(s)
- Legal description (Lot number, Block number, District lot number, Plan number)
- Property lines
- Indicate location and dimensions of all existing and proposed buildings
- Indicate location of lead plugs, iron pins & show corner angles, datum
- The PID (The Property Identifier Number)
- Indicate front and rear yard depth at each corner of the house (especially important where site dimensions are irregular)
- Setbacks must be taken from the established building line (where applicable)
- Lane dedications, registered easements, encroachments & right-of-ways must be indicated on the surveys
- Indicate location of existing street crossings
- Indicate existing grades at the top and bottom of all retaining walls at 3 metre (10'-0") intervals
- Indicate existing grades at each of the four corners of the site
- Indicate existing grades at each corner of the proposed principal and any accessory building

1 <https://vancouver.ca/home-property-development/electronic-permit-applications.aspx#upload>

2 <https://vancouver.ca/files/cov/dev-build-app-form.pdf>

3 <https://vancouver.ca/files/cov/existing-bc-hydro-checklist.pdf>

4 <https://vancouver.ca/home-property-development/large-building-energy-requirements-forms-checklists.aspx>

5 <https://vancouver.ca/files/cov/schedule-e-1-owners-undertaking-letter-building-bylaw-2019.pdf>

6 <https://vancouver.ca/files/cov/schedule-b-assurance-professional-design-field-review-building-bylaw-2019.pdf>

7 <https://www.bcpublications.ca/BCPublications/>

8 <https://vancouver.ca/files/cov/schedule-d-commitment-building-envelope-prof-review-building-bylaw-2019.pdf>

9 <https://vancouver.ca/files/cov/2009-009-rainscreen-design-and-inspection-for-one-and-two-family-dwellings.pdf>

10 <https://vancouver.ca/your-government/protection-of-trees-bylaw.aspx>